



The Municipality of North Cowichan

ASSISTANT MUNICIPAL ENGINEER

Competition No. 2012-02

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, and Maple Bay are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits, and is ideally situated on Southern Vancouver Island in a great area to raise a family.

The Municipality is seeking an experienced professional to fill the role of Assistant Municipal Engineer. Reporting to the Director of Engineering and Operations, the position will have a broad range of duties associated with supporting the administration of the Engineering and Operations Departments including: design for streets, road drainage, sanitary sewer works, storm sewer works, water works and other civil works. He or she will prepare contract drawings for engineering projects; monitor the work of consultants, compile and review cost estimates, terms of reference, proposals, designs, studies and specifications and direct the review of development applications. The successful candidate must have a general understanding of physical sciences, mathematics, hydraulics, strengths of materials and engineering geology and surveying.

Job Duties:

1. Assist the Director of Engineering and Operations with the administration of the department;
2. Review major subdivision, rezoning and development permit applications, and make recommendations to the Director of Planning and Development;
3. Review and approve Development Reports prepared by other engineering staff;
4. Represent the Municipality on Technical Planning Committees;
5. Attend public hearings;
6. Review design drawings for subdivisions and industrial, commercial and multi-family developments;
7. In conjunction with engineering staff, inspect and approve Municipal works and services constructed by private contractors;
8. Respond to enquiries and attend meetings regarding development proposals;
9. Assist in the design, scheduling and supervision of Municipal capital projects;
10. Assist in the preparation of the capital construction and maintenance budget;
11. Review progress payments for roads program projects;
12. Utilize sewer and water models where they relate to major development proposals;
13. Supervise the work of consultants on major capital projects;
14. Assist in the selection of staff for the Engineering Department;
15. Responsible for the preparation and updating of Municipal engineering specifications;
16. Provide technical advice and direction to staff; and
17. May be required to serve on the duty foreman roster on a rotating basis.

Requirements:

Applicants must be able to demonstrate flexibility and innovative problem-solving abilities and have excellent communication and reporting skills, both verbally and in writing. The applicant should also possess strong project management skills and have the ability to deal effectively with the general public and development community. Applicants will be registered as a P.Eng, have a minimum ten years' experience in municipal and civil engineering work, have demonstrable ability to lead both people and projects, and have extensive computer skills. A valid BC Driver's License is required. The successful candidate will be required to provide a driver's abstract and undergo a criminal record check.

The Municipality of North Cowichan offers a competitive salary and a comprehensive benefits package for this exempt position. Applications will be accepted until **4:30 p.m. on Friday, January 27, 2012**. Please reply to the undersigned, quoting the competition number and position title. All applications are received in confidence. Only those applicants selected for an interview will be contacted.